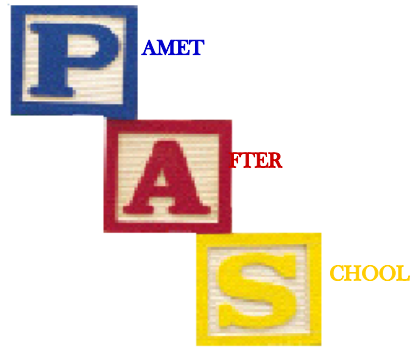


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**Health Care Policy Handbook**

**2013/2014**

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## **1. EMERGENCY NUMBERS**

**All Emergencies..... 911**

**Police .....508-487-8730**

**Ambulance..... 508-487-7548**

**Fire Department and  
Emergency Medical Services .....508-487-7548**

**Poison Control..... 800-222-1222**

**Cape Cod Hospital .....508-771-1800**  
27 Park Street, Hyannis

**Outer Cape Health Services Inc..... 508-349-3131**  
Rt. 6, Wellfleet

**MA Emergency Management Agency..... 800-982-6846**

**Health Care Consultant – Helen Grimm, RN**  
**317 RT 6**  
**Truro, MA 02666.....508-487-1558 x205**

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## **2. HEALTH POLICY**

Health records shall be provided by parents/ guardians and are on file in the Recreation Office in a locked file cabinet. Additionally, registration forms will include medical history and information regarding allergies, medications, emergency telephone numbers and the child's physician's phone number.

Children who are mildly ill or injured will be given First Aid and kept in a quiet area until pick up time. Mild symptoms include stomach aches, headaches, minor aches and pains, nausea without vomiting, minor scrapes or bruises. Those children who are seriously ill or injured will be given First Aid and the emergency telephone numbers listed on the registration form will be used for early pick up of the child. In case of critical illness or injury, or injuries beyond minor first aid, the Truro Rescue Squad will be called first, and then the parent's emergency number(s) will be called.

While on field trips, children who are mildly ill or injured will be given First Aid and kept in a quiet area until return time. Those children who are seriously ill or injured will be given First Aid and the emergency telephone numbers listed on the registration form will be used for early pick up of the child. In case of critical illness or injury, or injuries beyond minor first aid, the 9-1-1 or the local emergency number will be called first, and then the parent's emergency number(s) will be called.

## **3. USE/ MAINTENANCE OF FIRST AID SUPPLIES**

First aid supplies are kept in a cooler, located in the top cabinet in the Recreation Lounge. Supplies will be accessible to staff in the cafeteria, gym and playground. Travel first aid supplies will be available on field trips. Supplies will be inventoried on the first of each month and refilled as needed.

### Contents of first aid kit

- Adhesive bandages (assorted sizes)
- Adhesive cloth tape
- Instant cold compress
- Non latex gloves
- Roller bandage
- Sterile gauze pads
- Oral thermometer
- Tweezers
- Tissues
- Scissors
- Emergency telephone numbers

#### 4. **EMERGENCY EVACUATION**

In the case of any physical injury requiring a child to be transported for medical reasons, the Truro Fire and Rescue Department will be called. In case of emergency evacuation, such as power outages or inclement weather, every parent will be contacted immediately. Depending on the severity of the situation, parents may be asked to pick up their children as soon as possible at the program. In more severe situations, Truro Fire and Rescue will transport children to the Truro Fire Department. In these cases, parents will be instructed to pick up children at the Fire Department when it is safe to do so. In these cases, at least one staff per every 13 students will remain with the children until parents have picked up every child.

Daily attendance records will be updated continually (counts every ½ hour minimum). In case of emergency designated staff person is responsible for the *Emergency Information binder*. Site Coordinator is responsible for final count of all children on the attendance list.

Administrator is responsible for scheduling, practicing and maintaining records of evacuation drills.

#### 5. **MILDLY ILL CHILDREN**

Mildly ill children will be isolated on a sleeping mat until parents can be contacted and can arrive to pick up their child. A CPR/First Aid qualified staff member will remain with the child until the parent/sponsor has arrived for pick up.

#### 6. **MEDICATION ADMINISTRATION**

No medication, whether prescription or non-prescription, shall be administered to a child without written parental authorization which indicates that medication is for the specified child. All prescription medication is administered only with written order of a physician (which MUST include the label on the medication).

All medication will be kept in a *Med Box* located in the top cabinet in the Recreation Lounge and a signed consent form will be in the child's file. Staff will

administer medication according to the original prescription label on the medication container and fill out the Medication Administration Record. Medications that require refrigeration will be refrigerated in the kitchen refrigerator.

All medications must be administered by a staff member who is trained in EEC's Five Rights of Medication Administration. Additionally, the staff member must follow all instructions for administration, recording, and storing medication provided in the EEC's Five Rights of Medication Administration presentation. This includes documenting in the child's record the name of the medication, the dosage, the time administered, the method of administration, and who administered the medication. Pamet After-School staff will never administer the child's first dose of medication, in accordance with EEC's regulation 7.11(2)(i).

All medications must be provided by the child's parent and may not be shared between children. **NEVER GIVE ONE CHILD'S MEDICATION TO ANOTHER CHILD.** The medications must be in their original containers and should have clear instructions on the container or in the form of a note with clear instructions from the prescribing physician. Non-prescription medications should be in original packaging.

Remaining medications will be returned to the child's parents upon the child's departure from the Program. If this is not possible, the remaining medication will be discarded in the way recommended by Truro Rescue Department.

## **6. ALLERGIES**

Allergies and medical conditions will be posted inside the medical cupboard, as well as on the first page of the emergency forms book. In cases of extreme allergies, there will be a no-tolerance of the offensive allergen in the areas of the Community Center that are in use by program participants. A no-peanut policy will be in effect at all times in the Recreation Lounge and Recreation Office.

### Use of Albuterol Metered Dose Inhaler (MDI's)

1. Any child using an Albuterol MDI (Albuterol, Proventil, Ventalin, etc.) must be identified to the Pamet After-school Program staff.
2. The parents/guardians must provide an MDI with intact pharmacy label — including the child's name and administration directions.

The MDI's will be kept in a locked file cabinet accessible only to staff. During hours of operation, the inhaler will be kept in the first aid kit to be readily accessible to staff. Medications will be checked monthly to make sure that they have not expired.

3. The parents/guardians must provide a completed “authorization to administer medication form.” This form will be updated yearly.
4. The parent or guardian of any child utilizing an MDI must demonstrate for the staff the child’s ability to self-administer the medication upon enrollment in the program. Additionally, the medical advisor will provide training for all staff on the use and administration of MDI’s.
5. If a child uses his/her MDI without the desired or expected result within five minutes, a second dose may be administered if no contradiction/limitation exists. If inadequate response is achieved, the child’s parent/guardian or emergency contact persons will be notified. If unable to contact, 911 will be activated.
6. Both written and oral reports of need to medicate the child will be provided to the parent/guardians at the time of pick-up that day.

During hours of operation, the inhaler will be kept in the first aid kit to be readily accessible to staff. Parent will be notified both verbally and in writing if MDI is given.

## **8. CHILD ABUSE**

The well being and safety of the children in our care is of the utmost importance. Families who have entrusted the care of their children to us can be assured of our commitment to protecting their children. There is no tolerance for physical, emotional or sexual mistreatment of any child.

According to Massachusetts General Laws, all direct child-care staff and administrators are required to report any suspicion of serious child abuse or neglect to the Department of Children and Families (DCF). After first informing the Program Director, DCF must be contacted within 24 hours of determining suspicion. A written report (form 51A) is forwarded to DCF within 48 hours of making the oral report. The 51A forms are kept on file at Truro Recreation. During the initial 51B investigation Pamet After-school Program (PAS) staff will be cooperative in providing accurate and current information to the best of our ability. If after the 51B investigation, the case is opened for assessment/ services, the Pamet After-school Program staff will continue to be cooperative in providing accurate and current information to the best of our ability, upon receipt of a written release by the family to the Department of Children and Families.

A PAS staff member who witnesses or suspects neglect or abuse of a child by a co-worker, is required to report the allegation to the Program Director. If appropriate, the Program Director reports the allegation to DCF and files a 51A report.

The program Director will notify the Department of Early Education and Care (EEC) immediately after filing the 51A or learning that a 51A report has been filed by another party alleging child abuse or neglect while in the care of the program. Full cooperation will be given in the event of an investigation of abuse or neglect. Failure to cooperate may be grounds for suspension, revocation or refusal to issue or renew a license. Any staff considered neglectful or abusive will not work directly with children pending the outcome of a DCF investigation or until such time as the DEEC advises. The Town of Truro will determine whether the staff member will be suspended with or without pay or be assigned alternative duties that would take them out of direct contact with children during this period.

Address and phone number of DCF office:

Cape and Island Office  
500 Main Street  
Hyannis, MA 02601  
(508)760-0200  
(800) 352- 0711

If reporting after business hours call: Child at Risk Hotline 1-800-792-5200

## **9. INJURY PREVENTION**

In an effort to keep children safe, PAS will monitor the indoor and outdoor facilities daily to remove or repair any hazard that may cause injury. No smoking will be allowed anywhere on the Community Center property. All toxic substances, medications, sharp objects, matches, and other hazardous objects will be kept in a secured place out of the reach of children. No poisonous plants will be allowed in areas of the building and grounds that are accessible to the children.

On field trips, both the first aid kit and the emergency numbers will be kept on the staff members at all times. In the event of any injury, either at the facility or on a field trip, the injury will be documented to include: name of child, date, time and location of injury, names of witnesses, names of person who administered first aid or medical care and first aid or medical care required. This information will be kept in the child's file, as well as, in the PAS injury log. This information will be monitored to ensure safety at PAS.

Any unusual or serious behavioral incidents, accidents, property destruction or emergencies will be recorded and will be reviewed by the program administrator.

PAS follows the playground safety policy established by the Truro Central School. All children and parents receive a copy of this policy and both signatures are required with the registration form. Every effort is made to maintain a safe environment for the child.



Should an injury occur, first aid will be administered. Parents will receive a copy of the injury report if a child is hurt while attending the PAS Program. The injury will be documented on the central *Injury Log* and documentation will be added to the child's file. Any injuries requiring treatment will be reported to EEC within three days.

## **10. MANAGING INFECTIOUS DISEASE**

Children who exhibit signs of suspected contagious conditions shall be excluded until they have seen a health care provider who has determined that they are not contagious to other children PAS will follow the Elementary School procedures of disease control and prevention as listed in their handbook.

### **PLAN FOR INFECTIOUS DISEASES**

In general, the criteria that will determine whether a child is excluded from the program include:

- a. Children who do not feel well enough to participate in daily activities.
- b. Children receiving medication for an infectious/contagious condition are excluded for at least 24 hours after medication has been started.
- c. Children with chicken pox, active diarrhea, or draining lesions.
- d. Children with a fever over 100 degrees.
- e. Vomiting

Any child sent home from the PAS program because they are ill will not be allowed to return for 24 hours unless accompanied by a doctor's note stating the child is in good health. Children absent from school will not be accepted into PAS for that day.

## **11. INFECTION CONTROL**

Staff and children shall wash hands after using the restrooms and before handling and/or eating food. Children will be accompanied to the restrooms for hand washing prior to snack.

All tables and benches will be cleaned and disinfected before and after use. Paper products will be used during snack.

All children will be removed from potential infectious areas. Staff are to wear protective gloves and dispose of blood spill materials separately from children areas.

Children and staff will wash their hands with liquid soap and running water using friction. Hands shall be dried with individual or disposable towels. Staff and children

shall wash their hands at the following times: before eating or handling food, after toileting, after coming into contact with body fluids and discharges, after handling animals or their equipment, and after cleaning.

To properly sanitize, PAS staff will clean all equipment, items or surfaces with soap and water and disinfectant, as required by the Department of Early Education and Care. The disinfectant will be either a self-made bleach solution or a commercially prepared disinfectant that has been registered by the Environmental Protection Agency as a sanitizing solution. Bleach solutions will follow State guidelines.

Disposable gloves will always be available for clean-up of blood spills and bodily fluids. The effected area shall be disinfected. Used gloves will be thrown away in a lined, covered container. All staff will thoroughly wash their hands with soap and water after cleaning up the bloodied area. Bloody clothing will be sealed in a plastic container or bag, labeled with the child's name and returned to the parent at the end of the day.

All cleaning supplies are kept on the top shelf of high cupboard—out of the reach of children.

Staff is trained in these procedures.

## **11. INDIVIDUAL HEALTH CARE PLANS**

For children with chronic medical needs/ concerns, the Program must develop and maintain an individual health care plan. The plan must describe:

- The child's condition
- Symptoms of the condition
- Necessary treatment
- Potential side effects of the treatment
- Potential consequences to the child's health if the treatment is not administered

These plans will include identifying children with allergies and protecting them from that to which they are allergic, a plan to allow parents to teach staff how to implement child's health care plan (with the child's healthcare provider's consent), a plan to ensure that all appropriate specific measure will be taken to ensure that the health requirements of children with disabilities are met, when children with disabilities are enrolled.